



A Missouri State Library news service

August 17, 2004

*Newslines Extra features time-sensitive information about State Library programs and current news of interest to the Missouri library community.*

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## **New LSTA grant opportunity now available**

Based upon the success of the 2003 LearnATest Pilot Project, the State Library is pleased to offer eligible public libraries a grant opportunity for a one year subscription for the LearnATest software license. A product of LearningExpress, this Web-accessible, interactive resource has over 300 online offerings including SAT, ACT, GED, GMAT, U.S. citizenship and additional new tests. Courses are also available in Spanish.

Please see the attached Guidelines and Application forms for complete information about this grant opportunity. Applications are due September 3, 2004.

**Missouri State Library  
Office of the Secretary of State  
Library Services & Technology Act  
Guidelines and Application  
*LearnATest 2004***

The Missouri LSTA Five-Year Plan for 2003-2008 identified a goal of helping library users become comfortable with new approaches to library collections and services. In 2003, the Missouri State Library developed a *LearnATest* pilot project to allow libraries to experiment with this approach to learning. Seventeen libraries participated and agreed to evaluate the efficacy of *LearnATest* for their staff and patrons over a nine-month period. The reported response was positive all round.

*LearnATest* is a web-accessible, interactive resource from LearningExpress, a prominent publisher of test preparation, career guidance, and skill building books. *LearnATest.com* offers a more convenient way to prepare for academic or professional exams. Test preparation and skill building materials are perennially popular in libraries, but also high-loss materials. More information about the *LearnATest* program is available on the MLNC Web site at [www.mlnc.com](http://www.mlnc.com). Note that the newest version has additional "Featured Resources for Public Libraries."

Based on the positive response from the Pilot Project Libraries, the Missouri State Library is pleased to offer a 2004 opportunity for eligible libraries to purchase a one year license for *LearnATest* through MLNC, with LSTA funds.

**The State Library will provide grantees:**

- A one-year license to use *LearnATest* from Learning Express, in your main library and up to five branches. The license will begin on October 1, 2004. The library may choose to include more than five branches at its own expense.
- Assistance with evaluation of the *LearnATest* service.

**Who may apply:**

- Public libraries eligible for State Aid who **do not currently subscribe to *LearnATest***.
- Public libraries in 2003 Pilot Project may re-apply. A 30% match of local funds is required.

**Project objectives:**

- Help library patrons try out, learn, and use a new technology resource.
- Help library patrons improve their test taking skills.
- Assist patrons with personal goals related to employment and education.
- Encourage patrons to make greater use of the library as a personal and community resource.

**Grantee Library agrees to:**

- Designate a staff member as the point of contact for the project.
- Install *LearnATest* access for use by the public in all locations.
- Conduct orientation sessions for staff in use of *LearnATest*; and allow staff time to learn the product through the tutorials.

- Promote use of the program in the community. *LearnATest* provides subscribers with press releases, posters and bookmarks.
- Use evaluation measures for the project provided by the State Library.
- Participate in other evaluation activities, such as keeping usage statistics for *Learn-a-Test*. The software provides usage statistics and other reports.

**Payment schedule:**

- Grants up to \$20,000: 100% upon award.
- Grants over \$20,000: 90% upon award. 10% upon submission of final report.

**Application Deadline: September 3, 2004 (postmarked).** Faxed applications will not be accepted.

**Grant period: September 17, 2004 – July 31, 2005.**

**Mail completed application to:**

Kay Callison, LSTA Grants Officer  
P.O. Box 387  
Jefferson City, MO 65102  
Phone: 1-800-325-0131, ext. 9  
E-mail: [kay.callison@sos.mo.gov](mailto:kay.callison@sos.mo.gov)

**CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

**Missouri State Library  
Library Services and Technology Act  
LearnATest Grant Application Form – 2004**

**Section 1 – General Information:**

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Name of library: \_\_\_\_\_ TIN#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Library Director: \_\_\_\_\_

Project Director (contact person): \_\_\_\_\_

E-mail address of project director: \_\_\_\_\_

**LSTA funds requested:** \_\_\_\_\_  
(See budget worksheet on following page to calculate this amount.)

**Local match required:** \_\_\_\_\_  
(See budget worksheet on following page to calculate this amount.)

**Section 2 – Budget Information:**

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1. Grant applicant is (please check one of the following):
  - ☐ Public library eligible for state aid and not currently subscribed to LearnATest
  - ☐ 2003 Pilot Project library
2. LearnATest licenses may be purchased through Missouri Library Network Corporation (MLNC) at a 15% discount. Libraries must be MLNC affiliate members to receive the discount. Public libraries participating in the Show Me the World project are affiliate members. Is your library an MLNC affiliate member?
  - ☐ Yes
  - ☐ No
3. Library system population (2000 Census): \_\_\_\_\_
4. Libraries may apply for LSTA funds for the main library and up to five branches. Additional branches must be supported with local funds. How many branches will offer LearnATest at your library?
  - ☐ Five or fewer
  - ☐ More than five; list number: \_\_\_\_\_

**ATTENTION: YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION.**

5. Please use the following pricing guide to determine the costs for your library, and complete the appropriate budget worksheet below.

Population Served	List Price (up to 5 branches)	15 % Discounted Price	Each Additional Branch Over 5
5,000	\$1,589.00	\$1,350	\$103.95
5,001-10,000	\$2,230	\$1,896	\$103.95
10,000-50,000	\$3,193	\$2,715	\$103.95
50,001-150,000	\$4,797	\$4,075	\$157.50
150,001-400,000	\$9,087	\$7,725	\$157.50
400,001-700,000	\$16,350	\$13,900	\$200.0
700,001-1,000,000	\$31,750	\$26,990	\$200.00
1,000,001-2,000,000	\$53,656	\$45,610	\$200.00

6. Budget Worksheet for **libraries not currently subscribing to LearnATest.**

(Pilot project libraries should skip to Question #7.)

- a. LearnATest license cost for your library: \$ \_\_\_\_\_
- b. Additional branches over the first five:  $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$

★ Question 6a is the amount eligible for LSTA grant funds. Question 6b is the amount of local matching funds required. Please write these amounts in the space provided on the previous page.

7. Budget Worksheet for **pilot project libraries.**

- a. LearnATest license cost for your library: \$ \_\_\_\_\_
- Subtract 30% of cost: - \$ \_\_\_\_\_
- Amount eligible for LSTA funds: = \$ \_\_\_\_\_
- b. Additional branches over the first five:  $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$
- c. Local funds for license (30% of total license cost): \$ \_\_\_\_\_
- Add amount from question 7b: + \$ \_\_\_\_\_
- Total amount of local matching funds required: = \$ \_\_\_\_\_

★ Question 7a is the amount eligible for LSTA grant funds. Question 7c is the amount of local matching funds required. Please write these amounts in the space provided on the previous page.

### Section 3 – Narratives:

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(Attach a separate sheet, with library name at top of page.)

In one or two paragraphs, explain why your library would like to participate in the project and use LearnATest materials. Be sure to address the need for these materials in your service area.

### Section 4 – Certification and Signature:

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Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

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Type name of Library Director

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Type name of Library Board President

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Signature, above official (in blue ink)

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Signature, above official (in blue ink)

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Date

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Date

**Mail one copy of this completed application form to:**

Kay Callison, LSTA Coordinator/Grants Officer  
Missouri State Library  
600 W. Main St.  
PO Box 387  
Jefferson City, MO 65102-0387  
Phone: 1-800-325-0131, ext. 9  
E-mail: [kay.callison@sos.mo.gov](mailto:kay.callison@sos.mo.gov)

**Application Deadline: September 3, 2004 (postmarked).**

Faxed applications will not be accepted.

**Grant period: September 17, 2004 -- July 31, 2005.**

**YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION**

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*



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of MUSEUM  
and LIBRARY  
SERVICES